



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Environmental Management		BU: 495
Division: Office of Land Quality	Section/District: Regulatory Reporting	
Job Title: Environmental Manager 2		Job Code:
Working Title (if different from above):		
Reports To: Regulatory Reporting Section Chief		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : July 2016

Purpose of Position/Summary:

This position serves as the solid waste data steward, the solid waste billing coordinator, the section SharePoint coordinator, and office web content manager.

Essential Duties/Responsibilities:

Primary duties include:

- Maintaining the integrity of the solid waste database
- Running reports and queries from the solid waste database
- Assessing and calculating annual operation fees and late fees for solid waste and waste tire facilities
- Maintaining current solid waste billing information
- Managing and promoting section SharePoint content
- Reviewing and confirming OLQ web content update requests

Job Requirements:

The following skills are essential to this position:

- In-depth knowledge of the solid waste program
- Attention to detail
- Proficiency in Word, Excel, Acrobat Pro, and database software
- Excellent communication skills
- Working knowledge of web terminology and structure
- Working knowledge of database terminology and structure
- Familiarity with SharePoint

Supervisory Responsibilities/Direct Reports:

None.

Difficulty of Work:

Any decisions made regarding changes to the solid waste database can have far-reaching consequences, so careful consideration must be taken with even seemingly minor revisions. Any query or report from the database must be carefully crafted and reviewed for possible omissions or errors to ensure accurate outputs. Consistent and persistent diligence is necessary to follow up on fee issues. Strict adherence to data standards and agency branding is demanded at all times.

Responsibility:

This position is the caretaker for the content of the solid waste database, especially during any transitions to new systems. Additionally, accurate management of the solid waste annual operation fees is essential to ensure funding. Also, the public image of the office and the internal image of the section must be portrayed consistently and professionally through their presence on the web and SharePoint.

Personal Work Relationships:

Close cooperative work with others within the section, taking tasks from senior members and delegating to ES3s when necessary. Also works closely with the accounting department and solid waste permitting staff.

Physical Effort:

Minimal, walking.

Working Conditions:

Indoor office environment.